



# New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

**OFFICIAL CLASS TITLE**

**ENTRANCE SALARY:** \$69,771 PER YEAR

CRIMINAL INVESTIGATOR IV  
(INSPECTOR GENERAL)  
(CLASS CODE 0710)

**FINAL DATE FOR FILING APPLICATIONS:** Applications will be accepted until this announcement is withdrawn.

**KIND OF WORK:**

The Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Investigator develops, compiles, reviews, handles, and transports documents and evidence relative to investigations. The Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Investigator must give testimony before administrative hearings and in the courtroom when required; and related duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**EITHER:** Permanent status with the City of New Orleans as a Criminal Investigator III and one (1) year of experience in that classification.

**OR:**

1. A Bachelor's Degree in accounting, finance, business administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.
3. A Juris doctorate degree from an accredited college or university.
4. Five (5) years of criminal justice or law enforcement experience.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

**OR:**

1. A Bachelor's Degree in accounting, finance, business administration, criminal justice, social science or a closely related field from an accredited college or university.
2. Certificate as a Certified Inspector General (CIGI), Certified Fraud Examiner (CFE) or Certified Fraud Specialist (CFS).
3. Seven (7) years of experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level.
4. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

**Note:** Candidates will be required to use their personal vehicles for work.

**Note:** This position requires a one year probationary period.

**KIND OF EXAMINATION:**

A qualifying review of license and experience.

This is a non-competitive original entrance and promotional examination in accordance with Civil Service Rule V, Section 8.1(c).

**THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.**